Approved For Release 2001/07/28 : CIA-RDP72-00450R000100240050-1

29 October 1968

Dr. Everett O. Alldredge
Deputy Assistant Archivist
Office of Records Management
National Archives and Records Service
Washington, D. C.

Dear Dr. Alldredge:

Because of your interest in our Records Program, I know you will want to share my pleasure over a very successful Records Management Conference. During the two-day session, 22-23 October, a total of eighty-two of our Agency Records Management Officers and personnel directly concerned with records administration attended the Conference. Our theme was microminiaturization and automation. We had specialists speak on ADP, Microforms, Tape to film, and other new technology. Six forum panels then considered ways of creating systems and procedures whereby ADP and microminiaturization could be used on records in their respective offices.

Several exhibits, samples, literature, and demonstrations of microfilm equipment were well received. Short films were run in support of talks on motorized equipment, automation, and Videotape files. The evening provided for a tour of our Records Center and an equipment show, however, sufficient time was saved for socializing.

Mr. Artel Ricks of your staff served as our keynote speaker and made an excellent presentation. His topic, "Information Storage and Retrieval," supported by slides encompassed our theme nicely and contributed much to the success of the Conference. Several of the subsequent speakers made reference in their talks to points highlighted by Mr. Ricks. I want to take this opportunity to express my sincere appreciation to you and to Mr. Ricks for his very important contribution to our Conference. Thanks again for your support.

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CIA Records Administration Officer

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